

**NEW RIVER HEALTH DISTRICT  
TEMPORARY FOOD EVENT PACKET**

**Packet Includes ---**

- **Coordinator and event information form (this page)**
- **Guidelines for temporary event food facilities**
- **Application for a temporary event health permit**

**An event coordinator is required for all temporary food events involving multiple vendors. The following information is to be completed by the COORDINATOR:**

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Set-up time \_\_\_\_\_

Actual operation time \_\_\_\_\_

**COORDINATOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email \_\_\_\_\_

Number of anticipated food booths \_\_\_\_\_ Estimate number of patrons \_\_\_\_\_

Will electricity be provided to the food booths? Yes ☐ No ☐ If Yes, describe \_\_\_\_\_

Describe water source \_\_\_\_\_

Describe wastewater disposal (ex. dump station, public sewer, temporary holding tanks, etc.) \_\_\_\_\_

Describe garbage disposal method \_\_\_\_\_

**\*\*\*Please attach a map showing the location of all food booths, grounds, restroom facilities, etc.\*\*\***

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**INSTRUCTIONS FOR COORDINATOR**

1. COMPLETE THE INFORMATION REQUESTED ABOVE
2. PROVIDE EACH VENDOR WITH APPLICATION AND GUIDELINES
3. COLLECT COMPLETED APPLICATIONS AND FEES (OR COPIES OF RECEIPTS, IF APPLICABLE)
4. RETURN ALL TO THE HEALTH DEPARTMENT AT LEAST **TWO WEEKS** PRIOR TO THE EVENT

The *Temporary Food Event Packet* can also be obtained from our district web site at  
[www.vdh.state.va.us/lhd/newriver](http://www.vdh.state.va.us/lhd/newriver)

**NEW RIVER HEALTH DISTRICT**  
**APPLICATION FOR A TEMPORARY FOOD HEALTH PERMIT**

PERMIT FEE: \$40 [VALID JAN 1-DEC 31]

*NON PROFIT GROUPS EXEMPT FROM FEE*

***Health Department Use***

Date Application received \_\_\_\_\_

Fee submitted with application? ☐ Yes ☐ No      Cash \_\_\_\_\_ Check number \_\_\_\_\_

Receipt submitted with application? ☐ Yes ☐ No      Receipt number \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATES OF OPERATION: \_\_\_\_\_ TIMES: \_\_\_\_\_ TO \_\_\_\_\_

NAME OF VENDOR/ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

FACILITY TYPE: ☐ Building on site ☐ Mobile unit ☐ Push cart ☐ Stand  
☐ Tent ☐ Trailer ☐ Other \_\_\_\_\_

*Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.*

RUNNING WATER AVAILABLE? ☐ Hot ☐ Cold ☐ None

<b>DESCRIBE HAND WASHING METHODS</b>  [EX. SOAP, WATER, TOWELS, BASIN]	
<b>DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS</b>  [SANITIZER TO BE USED]	
<b>LIST ALL COOKING EQUIPMENT</b> [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]	
<b>LIST HOT AND COLD HOLDING METHODS</b> [EX. COOLERS, STEAM TABLE, ICE]	

*Continued on back of form*

PLEASE COMPLETE THE FOLLOWING INFORMATION REGARDING FOODSERVICE:

FOOD AND BEVERAGES [INCLUDE QUANTITY, EX. POUNDS OR GALLONS]	SOURCES OF FOOD AND BEVERAGES [GROCERY STORE, REST. SUPPLIER]	WHERE FOOD IS PREPARED (NO HOME PREPARED FOOD)	FOOD PREPARATION METHODS [DESCRIBE]

CERTIFICATION

I have read the attached procedures and guidelines, understand them, and will comply with their requirements. I understand that failure to comply may result in denial or suspension of permit, as per the *Commonwealth of Virginia Board of Health Food Regulations* 12 VAC 50-421

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print name \_\_\_\_\_

**\*\*PLEASE RETURN COMPLETED APPLICATION TO YOUR EVENT COORDINATOR [OR TO THE LOCAL HEALTH DEPARTMENT IF YOU ARE THE ONLY VENDOR] AT LEAST TWO WEEKS PRIOR TO THE EVENT\*\***

# Commonwealth of Virginia

Serving the people of:

Floyd County  
Giles County  
Montgomery County  
Pulaski County  
Radford City



*New River Health District  
Environmental Health Division*

## Guidelines for Temporary Event Food Facilities

A **"TEMPORARY EVENT FOOD FACILITY"** IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

1. Facilities for handwashing must be provided. These facilities shall include one of the following:
  - A. Soap, hot and cold running water, and disposable towels.
  - B. Soap, warm water in a completely enclosed container with a spigot and catch basin, and disposable towels.
2. The food facility must be provided with an approved water supply. Enough water must be available for: food preparation, cleaning and sanitizing of utensils and equipment and hand washing. Use *food grade* garden hose for connecting to water supply (if applicable).
3. All sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Sewage shall be disposed into an approved sanitary sewage system or a waste retention tank at the event site - **NOT DUMPED ON THE GROUND.**
4. All food to be served must be purchased from approved sources. **No home cooked or home canned foods are allowed. All food preparation shall be done on site or properly transported from an approved or permitted food facility. The health department may request to be present during preparation.**
5. Adequate facilities shall be provided to maintain potentially hazardous foods at required temperatures at all times. A **potentially hazardous food** is any food which consists in whole or in part of milk, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting: (1) rapid and progressive growth of infectious or toxigenic microorganisms; or (2) the slower growth of *C. botulism*.
  - A. Cold food to be held at 41°F or below.
  - B. Hot food to be held at 140°F or above.
  - C. Stored frozen food to be maintained frozen.
  - D. Hot foods to be cooked to a minimum of 165°F before serving. **No cooked food can be held over from one day to the next to be reheated and served.**

- E. Beverages to be served in individual containers or from an approved fountain. Individual beverage containers can be chilled in drained ice.
- 6. A thermometer shall be provided for checking product temperatures.
- 7. All cooked or prepared food shall be served on or in single-service paper or plastic utensils. **Single-service articles** are cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, straws, napkins, wrapping materials, wooden chopsticks, toothpicks, and similar articles intended for one-time, one-person use and then discarded.
- 8. Ice used in foods and beverages must come from an approved source. Ice scoops are to be used for ice dispensing; cups or glasses are not to be used for scooping ice.
- 9. All cooking, food preparation, service, display, and storage areas are to be adequately protected from contamination from dust and vermin, and completely separated from public access by an effective barrier such as ropes or tables.
  - A. Food grade, non-powdered plastic **disposable gloves** or appropriate utensils are to be used for preparing or serving ready to eat foods.
  - B. Condiments are to be in dispensers or individual packets.
  - C. Food, utensils, and paper products are to be stored off the ground and kept covered.
  - D. Foods on display are to have a sneeze or dust guard or be individually wrapped.
  - E. Foods and beverages may not be stored on the ground
- 10. **For outdoor events, all foods on display must be protected by sneeze guards.** All cooking, food preparation, service, display, and storage areas are to have an approved overhead covering. **Mesh tents are not approved.** A floor may be concrete, asphalt, dirt, grass or gravel. If it is **dirt** or **gravel** it must be covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.
- 11. Adequate cleaning supplies and equipment are to be provided.
  - A. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. **Examples: buckets, cloths, detergents, sanitizer, and sanitizer test kit.** **Sanitizing** is an effective bactericidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment. **Chlorine:** 50-100 PPM for 1 minute; **Quaternary Ammonia Compound:** 200 PPM for 1 minute. *A Chlorine or QAC Test Kit will be required to monitor strength of sanitizer used.*
  - B. A properly plumbed three-compartment sink with hot and cold running water or three containers of adequate size shall be provided for washing, rinsing, and sanitizing of food contact surfaces of utensils and equipment. Enough hot water for these purposes shall be provided.

12. Food handlers are to follow approved procedures in preparing and serving food.

- A. Wash hands frequently, especially after using the restroom, smoking, performing any cleaning activity, or handling money.
- B. Except when washing fruits and vegetables, food employees should not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
- C. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
- D. Wear clean outer garments.
- E. Hair restraints to be worn. Examples: hats, hair covering, or nets that effectively keep hair from contacting exposed food and food contact surfaces.
- F. No eating, drinking, or smoking in food preparation or service areas.
- G. No person having an open sore or infectious disease is to be a food handler.

***\*\*\*There may be additional requirements for multi-day events\*\*\****

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**If you have questions concerning these guidelines or need further assistance, please contact the local Health Department where the event will be held**

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**Floyd County Health Department**

POB 157  
815 Main St.  
Floyd VA 24091  
Phone: (540) 745-2141  
Fax: (540) 745-4929

**Giles County Health Department**

120 North Main Street  
Pearisburg, VA 24134  
Phone: (540) 921-2891  
Fax: (540) 921-1335

**Montgomery County Environmental Health Department**

210 S. Pepper St. Suite E  
Christiansburg, VA 24073  
Phone: (540) 381-7100  
Fax: (540) 381-7109

**Pulaski County Environmental Health Department**

143 3rd Street NW-Suite 4  
Pulaski, VA 24301  
Phone: (540) 994-5037  
Fax: (540) 994-5039

**Radford City Health Department**

212 Third Avenue  
Radford, VA 24141  
Phone: (540) 831-5774  
Fax: (540) 831-6109

